

## M E M O R A N D U M

**TO:** Howard Tipton, Town Manager

**FROM:** Allen Parsons, AICP  
Director, Planning, Zoning, and Building Department

**REPORT DATE:** July 18, 2025

**MEETING DATE:** September 8, 2025

**SUBJECT:** Interlocal Agreement Providing for Reciprocal Use of Building Department Personnel

### **Background**

The Town of Longboat Key (Town) seeks to enter into an updated Interlocal Agreement between the cities of North Port, Venice, Punta Gorda, and Sarasota and the counties of Sarasota and Charlotte. The Interlocal Agreement allows the parties to share personnel to perform building inspections, plans review, and other building code administrative services, and for the parties to pay the costs associated with the work performed.

The original Interlocal Agreement was between the cities of North Port and Venice, and Charlotte County. Subsequent addenda added Sarasota County, and most recently, added the City of Sarasota in 2014. The Town was provided the opportunity to participate at that time, but elected not to enter into the Interlocal Agreement.

The Town Commission approved an Interlocal Agreement Addendum at its Special Meeting on June 28, 2024. That addendum was forwarded to the other jurisdictions for their respective governing bodies' approval. During that process, it was subsequently discovered that the original agreement was not fully recorded with the Clerks of the Court for both Sarasota and Charlotte Counties. Therefore, all jurisdictions that are parties to this Interlocal Agreement are currently reapproving it. When the interlocal is approved by all local government parties, it will be recorded with the Clerks of the Court for both counties.<sup>1</sup>

The purpose of the Interlocal Agreement is to be able to tap into a broader pool of building staff to assist one another in times of need. Building Inspectors, Plans Reviewers, and Building Officials are required to be licensed to perform work in the State of Florida. These positions are highly sought after, with more demand than supply. This is partially due to the demanding licensing requirements, which include having multiple years of construction experience, required construction coursework per license, receiving approval by the Building Code Administrators and Inspectors Board to take the applicable licensing exam, and passing state

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<sup>1</sup> Pursuant to Florida Statutes 163.01(11), to be effective, an interlocal agreement and subsequent amendments thereto must be filed with the clerk of the circuit court of each county where a party to the agreement is located.

licensing exams. The high levels of construction activity throughout the state have increased demand, outpacing the available pool of licensed professionals.

Having additional staff resources potentially available to be called on, from other jurisdictions, can be very helpful during emergency situations, times of excessive demand, or during periods of staffing unavailability. Similarly, the Town may be able to provide staff resources to other jurisdictions during their times of need.

**Staff Recommendation**

Approve and authorize the execution of the Interlocal Agreement between the Cities of North Port, Venice, Punta Gorda, Longboat Key, Sarasota, and the Counties of Sarasota and Charlotte.

**Attachment (Available in the Town Clerk's Office)**

Interlocal Agreement

**End of Agenda Item**